

## CURRICULUM VITAE COVER SHEET

Rank & Name  
PHS#  
Pharmacist

Date of CV

### PERFORMANCE

- List your leadership attributes and mission contributions
  - List honor/unit awards (from whom i.e. PHS, Army, Navy, APhA) List all the years received
- \* Include exceptional capability promotion  
{leadership attributes, i.e. influencing, operating, and improving the mission of the PHS}  
{list each award in order of precedence, i.e. individual honor awards to unit awards}

### EDUCATION, TRAINING and PROFESSIONAL DEVELOPMENT

- List advance degrees, certifications, credentialing achieved Year acquired
  - List other public health training/experience Date, if appropriate
- {public health training/experience, i.e. CCRF, Bioterrorism Preparedness, Healthy People 2010}

### CAREER PROGRESSION and POTENTIAL

- Job title, billet, agency. City, State. Dates present
  - State either Regular or Reserve Corps Year assimilated
  - List readiness deployments/TDYs Year
- {list each geographical move/job progression in reverse chronological order – most recent first}

### CHARACTERISTICS of CAREER OFFICER and SERVICE to the CORPS

- List any involvement with PharmPAC, i.e. member Years of membership
  - List associate recruiter activity, i.e. member
  - List mentoring activities
  - List Professional Organization activities
  - List service awards/training ribbon (from whom i.e. PHS, Army, Navy) Year awarded
  - List other official PHS activities Year, if appropriate
- {service awards, i.e. special assignment, isolated hardship, hazardous duty, NEPA/CRSA}  
{PHS activities, i.e. honor guard, color guard, PHS ensemble, aide-de-camp}

### READINESS

- Readiness status: (refer to status within CCRF login)
- Deployment role: (refer to CCRF webpage)

Note: please keep all of your summarized information on one page. Do not use a font smaller than 10 point.

## CURRICULUM VITAE

PHS#

**Rank & Name**

Date of CV

Agency Work Address  
Phone #

### Education:

Residency/Board Certification/etc.  
Program.

Date achieved

Degree  
University/college. City, State.

Date achieved

{list all college degrees and extensive training}

### Experience:

Agency  
Duty site  
Dates assigned

*Staff/Chief Pharmacist (position title)* (billet) describe position.  
-Other duties involved.

*Collateral duties* (minimum of 2 for O-4 and above) collateral description.

- \* Highlight your achievements/outcomes, leadership attributes, and mission contributions.
- \* Clearly indicate the level of responsibility of each position.
- \* Include permanent assignments and any assignment in an acting capacity where personnel orders were issued or the assignment lasted more than 90 days.

{list each job in reverse chronological order – most recent first}

### Readiness:

Readiness status: {refer to status within CCRF login}  
Deployment role(s): {refer to CCRF webpage}

Significant training: {especially public health initiatives}  
Deployments:

Year trained  
Date deployed

{include all activities i.e. DMAT, NPRT, NMRT, and VMAT}

### Awards and Honors:

Award title (from whom i.e. PHS, Army, APhA), short description if applicable. Year received

- \* Include exceptional capability promotion

\* Supporting documents should be in your eOPF.  
{list awards in reverse chronological order}

### **PHS Support Activities:**

Activity Years of service

\*i.e. PharmPAC membership/support, Aide-de-Camp, Associate Recruiter, short TDYs etc.

{include year of participation and any official position you held}

### **Professional Memberships and Activities:**

Program/association  
Special duty/committee involvement and accomplishments

{list active memberships only}

\* may list previous membership(s) to reflect accomplishments or any official position you held

### **Presentations and Publications:**

“Title.” organization to whom presented. month, year. city, state. (presentation format)

Author. title. journal. year;volume:page(s). (publication format)

\*note poster presentations here as well, after title please include (poster)

\*early in career, staff presentations may be listed. As career progresses, list presentations to larger audiences i.e. city, state, national level

{list in reverse chronological order}

### **License:**

State registered. License #

### **Certifications and Special Skills:**

Diabetes Educator; passed national exam.  
Mass Vaccinator; attended weekend training.  
BLS, ACLS, PALS, etc.  
Diving, pilot, etc.

{list anything you feel is pertinent to the Corps}

{please specify the type of certification or certificate received, i.e. type of training involved}

\*Board certifications are also listed under Education.

## Community Service:

Program	Years of service
- involvement	
*some activities may require Outside Approval	
{list services that are no more than 5 years old}	

### Note:

The Curriculum Vitae (CV) may be used: a) to apply for positions with the Commissioned Corps, and b) for documentation in your electronic official personnel folder (eOPF). The above recommendations pertain primarily to preparing your CV for use as summary documentation in the eOPF.

Those who review your CV will gain some indication of your judgment by what you document or by what you forget or fail to disclose. Be informative but concise. For example, you may wish to indicate that you were an Eagle Scout; however, listing all of your merit badges would be excessive.

Any commissioned officer that is eligible for a promotion should have an updated CV in their eOPF before the published deadline of the promotion year. It is also recommended to update your CV yearly for your eOPF.

The information in your CV should be in a concise, easy-to-read, easy-to-find format. Follow the recommended format (above) and this will make the job of the reviewing officers easier and lessen the likelihood that they will miss some important, perhaps even pivotal, facts about you.

The CV is one of the most important documents for obtaining an overview of your career. Your CV should summarize items found elsewhere in your eOPF and highlight information such as civic and community activities and publications that may not be included in the eOPF.

Fax your CV to (301) 480-1436. Include your name, PHS number, and category on the upper right hand corner of all submitted sheets. Multiple pages must be sequence as (page 1 of 3), 2 of 3, etc. The first page of your CV will be your Summary Sheet.